

BUSINESS ASSISTANT I,  
DISTRICT AGRICULTURAL  
ASSOCIATION



OPEN-SPOT EXAMINATION

MONTEREY

ME29/4810 (6FA34)

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below. This is a open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Applications (STD. Form 678) are available and will only be **ACCEPTED IN PERSON**, from the applicant on **Friday, May 12, 2006** between the hours of **8:00 a.m. to 5:00 p.m.** at the fair listed below:

MONTEREY COUNTY FAIR  
2004 Fairground Road  
Monterey, CA 93940

APPLICATION DEADLINE

***DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.***  
**FINAL FILING DATE: FRIDAY, MAY 12, 2006.**

**APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, FACSIMILE, MESSENGER, INTER-OFFICE MAIL OR EXPRESS DELIVERY FOR ANY REASON.**

Applications must be submitted **IN PERSON** on the file-in-person date,  
**Friday, May 12, 2006.**

TEST DATE

**It is anticipated that the examination will be sometime in June or July 2006.**

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

SPECIAL TESTING  
ARRANGEMENTS

If you have a disability and need special arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear at a test, call the California Department of Food and Agriculture Exam Unit at (916) 654-0422.

REQUIRED IDENTIFICATION

***NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.***

SALARY RANGE

**\$2620 - \$3185**

ELIGIBLE LIST INFORMATION

***NOTE: The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.***

A Departmental "Open" list will be established for the California Department of Food and Agriculture. The eligible list will be abolished **12** months after it is established **unless** the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION

***NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS AS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.***

MINIMUM QUALIFICATIONS

***NOTE: ALL APPLICATIONS/RESUMES MUST INCLUDE: "TO" AND "FROM" DATES (MONTH/DAY/YEAR); TIME BASE; AND JOB TITLES. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION MAY BE REJECTED.***

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to the examination as meeting 100 percent of the overall experience requirement.

**EXPERIENCE:**

Two years of experience performing and coordinating a variety of business service and support functions in an organization. Previous work experience shall have included public contact responsibilities. One year of the required experience must have included experience in performing bank reconciliations, maintaining trial balances and keeping a general ledger. Experience as a full-charge bookkeeper is highly desirable.

*and*

**EDUCATION:**

Completion of the equivalent of nine semester units in Accounting 1A and 1B in Business Law.

***NOTE: TRANSCRIPTS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO ATTACH TRANSCRIPTS MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.***

## BUSINESS ASSISTANT I, DISTRICT AGRICULTURAL ASSOCIATION

**BRD: 4/21/2006**

## POSITION DESCRIPTION

The Business Assistant I, District Agricultural Association (DAA), assists the Chief Executive Officer of a small DAA in coordinating and operating a district fair office. The incumbent schedules events, negotiates rental and service agreements for using DAA space and facilities, either during the annual fair or for interim events; secures bids and prepares contracts for various services, initiates purchase orders for supplies, equipment, etc; performs fiscal and operational support functions such as reviewing information and making recommendations to support fiscal and purchasing transactions verifying insurance coverage for facility renters; maintains accounting records, including ledgers, journals and bank accounts; hires and oversees staff; maintains personnel records and prepares payroll.

## EXAMINATION INFORMATION

This examination will consist of a Qualification Appraisal Interview only. The interview will include a number of predetermined job-related questions.

*Competitors who do not appear for the interview will be disqualified.*

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

### QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

The California Department of Food and Agriculture and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

## SCOPE OF EXAM

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitors:

### A. Knowledge:

1. General business practices and methods;
2. Practices, procedures, and methods of fiscal record keeping;
3. Basic accounting principles and methods;
4. General purchasing methods, controls, and procedures;
5. Basic personnel procedures;
6. District Agricultural Association's operations and events;
7. Public relations.

### B. Ability to:

1. Organize, coordinate, and accomplish a variety of business support functions;
2. Prepare budget estimates and control expenditures;
3. Coordinate and accomplish office support activities;
4. Gather, organize, and summarize data;
5. Prepare reports and correspondence;
6. Organize and establish work priorities;
7. Work under pressure;
8. Independently complete a variety of assignments;
9. Work effectively with the public.

## EDUCATION AND EXPERIENCE

***SPECIAL NOTE:***

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

## VETERANS PREFERENCE

Veterans preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veteran's preference points.

## CAREER CREDITS

Career Credits do not apply in this examination.

## QUESTIONS?

If you have any questions regarding this announcement, please contact the California Department of Food and Agriculture, Examination Unit, 1220 N Street, Room 242, Sacramento, CA 95814, (916) 654-0422.

## GENERAL INFORMATION

**Americans with Disabilities Act, Title II:** The California Department of Food and Agriculture (CDFA) is committed to a strong policy of equal employment opportunity. To this end, CDFA does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDFA on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required. All job offers are subject to an approval process.

**If you meet the requirements** stated you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

**It is the candidate's responsibility** to contact the California Department of Food and Agriculture Examinations Unit three (3) days prior to the written test date if s/he has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

**For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0422 three (3) weeks after the final filing date if s/he has not received a progress notice.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress s/he has made in his/her efforts toward self-development.

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

**High School Equivalence:** Equivalence to completion of the twelfth (12th) grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school, or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.